

**MINUTES OF THE
LEGISLATIVE INFORMATION TECHNOLOGY STEERING COMMITTEE**

Tuesday, May 1, 2012 – 10:30 a.m. – Room 450 Capitol Building

Members Present:

Sen. Curtis S. Bramble, Senate Chair
Rep. John Dougall, House Chair
Sen. Kevin T. Van Tassell
Rep. Patrice M. Arent
Rep. Ronda Rudd Menlove
Mr. Jonathan Ball
Mr. Ric Cantrell
Mr. Michael E. Christensen
Mr. Joe Pyrah
Mr. John M. Schaff

Absent Members:

Sen. Patricia W. Jones

Staff Present:

Mr. Mark J Allred, IT Manager
Mr. Thomas R. Vaughn, Associate General Counsel
Ms. Chelsea B. Lloyd, Legislative Secretary

Note: A list of others present, a copy of related materials, and an audio recording of the meeting can be found at www.le.utah.gov.

1. Committee Business

Chair Dougall called the meeting to order at 10:36 a.m. Sen. Jones was excused from the meeting.

MOTION: Rep. Arent moved to approve the minutes of the November 16, 2011 meeting. The motion passed unanimously. Sen. Bramble and Rep. Menlove were absent for the vote.

Mr. Vaughn reviewed the documents "Open and Public Meetings Act, Summary of Key Provisions" and "IR3-1-105. Electronic Meetings." He answered questions from the committee regarding notice of public meetings and requirements to hold an electronic meeting.

2. Request for Proposals for Mobile Phone Contract

Mr. Vaughn distributed "Request For Proposal (RFP) for Mobile Phone Contract." He explained that the contract for the Legislature's mobile phone services ends at the end of the calendar year, but can be extended through the end of 2015. He discussed the results of the new WSCA contracts for mobile phone services.

Rep. Menlove requested that any transition to a new mobile carrier take place earlier than January to avoid conflicts with the general session.

The committee discussed mobile phone coverage, costs and stipends, and extending the current T Mobile contract. The committee also discussed the possibility of surveying the Legislature on mobile phone utilization.

MOTION: Sen. Van Tassell moved to issue the RFP for cell phones, tablets, and related software and to amend the dates within the contract to reflect an earlier implementation date. The motion passed. Chair Dougall voted in opposition.

MOTION: Rep. Arent moved to issue a survey for the Legislature regarding cell phone use, with additional questions being geared toward intern mobile phone access and usage, and to have the chairs review the survey before it is distributed. The motion passed unanimously.

3. Discussion on Legislator Access to Legislative Interns

Mr. Jerry Howe, Office of Legislative Research and General Counsel, discussed the issue involving access to interns by legislators. He explained that many interns are uncomfortable with using personal mobile devices for legislative work.

The committee discussed options for mobile phones for interns, security of interns' phone numbers being made public, and the Government Records and Access Management Act, as it relates to communication between interns and legislators.

MOTION: Mr. Pyrah moved to have staff gather additional information regarding options for legislator access to legislative interns and have it presented at a future committee meeting. The motion passed. Mr. Cantrell voted in opposition.

4. Request for Proposals for Legislative Desk Phone System

Mr. Vaughn presented "Request for Proposals for Voice Over Internet Protocol Phone System (VoIP) and Hardware," "Desk Phone Presentation," and "Desk Phone Comparison Chart." He explained that the current desk phone contract ends June 30, 2012.

Sen. Bramble encouraged the committee to issue an RFP providing service to the Legislature's existing phone system.

Mr. Dave Copeland, Microsoft, encouraged the committee to consider a unified communications system.

Mr. Scott Peterson, Utah Department of Technology (DTS), explained that the DTS offers a VoIP system.

MOTION: Sen. Bramble moved to issue an RFP for maintenance of the current phone system and, simultaneously, issue an RFP for a VoIP Protocol Phone System or unified communications system. The motion passed unanimously.

5. Consider Purchase of Additional Services for Office 365

Mr. Allred distributed "Purchase of Additional Services for Office 365." He discussed SharePoint, a software application which allows cloud technology for sharing of electronic files, similar to DropBox.

Mr. Greg Johnson, Utah Senate, explained that SharePoint is available for free with the Microsoft Enterprise Server.

Chair Dougall requested committee staff to gather input from the various legislative offices to provide a recommendation on this issue to present at a future committee meeting.

6. Online Submission of Fiscal Impact of Bills

Mr. Ball introduced the background of the submission process for fiscal impact of bills. He explained the benefits of using an online submissions format rather than the in-person method, which requires substantially more staff time.

Mr. Stan Eckersley, Office of the Legislative Fiscal Analyst, presented "On-line Fiscal Note Input." He explained the general functions, implementation schedule, and benefits of the transition to an online system.

7. Other Items / Adjourn

MOTION: Rep. Arent moved to adjourn the meeting. The motion passed unanimously.

Chair Dougall adjourned the meeting at 12:49 p.m.